



FREETOWN BUILDING COMMITTEE

TOWN HALL • P. O. BOX 438 • ASSONET, MASSACHUSETTS 02702

January 24, 2023

At its meeting of January 24, 2023, the Building Committee voted that the minutes of the Board of Selectmen's meeting held on August 22, 2022, would also serve as the minutes of the Building Committee for that evening since it was a joint meeting.

This is a True Record by me.

Attest: _____
Chairman

RECEIVED
FREETOWN TOWN CLERK
2023 JAN 25 AM 10:08



Freetown Board of Selectmen
Meeting Agenda
Monday, August 22, 2022 – 6:00pm
Police Station Community Room
15 Memorial Drive, East Freetown, MA

RECEIVED
FREETOWN TOWN CLERK
2022 SEP 21 AM 9:03



Call to Order

Selectmen Trevor Matthews called the meeting to order at 6:00pm. He noted the meeting will be recorded and would be on the Town's YouTube channel. He continued that the Board would be going into Executive Session and will return to open session. We are going into Executive Session for the following reason.

Executive Session

Discussion/possible action on the following topics:

1. M.G.L. c. 30A, sec. 21(a)(6) – to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
- Motion to enter Executive Session was made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved in a unanimous roll call vote
- Vote: Selectmen Lopes -yes, Selectmen Zager - yes, Selectmen Matthews - yes

Selectmen Jared Zager and Selectmen Carlos Lopes, Interim Town Administrator Deborah Pettey, and Executive Assistant Lu-Ann Souza were also present.

Board of Selectmen

Discussion/possible action on the following topics:

2. Discussion, and vote whether to approve the meeting minutes from 8/4/22 & 8/8/22.
 - Motion to approve the meeting minutes from 8/4/22 & 8/8/22 was made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved by a unanimous roll call vote
3. Discussion, and vote on whether to lease space on Police Communications Tower.
 - Motion to lease space on Police Communications Tower made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved by a unanimous roll call vote

4. Discussion, and vote whether to close Libraries, Town Hall, Highway and Transfer Station for mandatory Staff Training on 9/14/22 12-4pm.

Ms. Pettey noted it is a staff meeting and mental health awareness training at the COA. MIIA Insurance Company has offered to host it and are supplying a healthy lunch.

- Motion to close Libraries, Town Hall, Highway and Transfer Station for mandatory staff Training on 9/14/22 12-4pm made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

5. Discussion, and vote on which company will be awarded the Post Closure Environmental Monitoring of Landfill Bid.

Lowest bid was River Hawk LLC. who we used last year as well.

- Motion to award the Post Closure Environmental Monitoring of Landfill Bid to River Hawk Environmental LLC. made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

6. Discussion, and vote on whether to approve the agreement between the Town of Freetown and River Hawk Environmental, LLC for Post Closure Environmental Monitoring of Landfill.

- Motion to approve the agreement between the Town of Freetown and River Hawk Environmental, LLC for Post Closure Environmental Monitoring of Landfill made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

7. Discussion, and vote on whether to approve the Town Administrator to sign the agreement between the Town of Freetown and River Hawk Environmental, LLC.

- Motion to approve the Town Administrator to sign the agreement between the Town of Freetown and River Hawk Environmental, LLC made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

8. Discussion, and vote on whether to proceed with IT Server upgrades at Town Hall.

Ms. Pettey noted we are paying for 50 email licenses every year at about Ten Thousand Dollars (\$10,000.00) yearly. To put in a dedicated email server is about Six Thousand Dollars (\$6,000.00), installation costs are not included but then we will not need to pay for licenses,

and we can have as many as we need. We received the money at town meeting for IT improvements and the cost savings will be long term.

- Motion to proceed with IT Server upgrades at Town Hall made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved by a unanimous roll call vote
9. Discussion, and vote on whether to approve the Ambulance Abatements and Write Offs for the month of July 2022 in the amount of \$35,718.82.
- Motion to approve the Ambulance Abatements and Write Offs for the month of July 2022 in the amount of \$35,718.82 made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved by a unanimous roll call vote
10. Discussion, and vote on whether to approve adding contents insurance to the Town's policy for the James White Library located at 5 Washburn Rd, East Freetown.
- Motion to approve adding contents insurance to the Town's policy for the James White Library located at 5 Washburn Rd, East Freetown made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved by a unanimous roll call vote
11. Discussion, and vote whether to increase the winter 2022-2023 snowplow rates by five dollars (\$5.00) per hour.
- Motion to increase the winter 2022-2023 snowplow rates by five dollars (\$5.00) per hour made by Selectmen Zager and seconded by Selectmen Lopes
 - Vote: was approved by a unanimous roll call vote
12. Discussion, and vote on which articles to include in the Special Town Meeting Warrant for 10/18/22.

Selectmen Matthews read the proposed articles, in no particular order, and the articles have no numbers attached to them yet.

Becoming a member of Bristol Plymouth Regional Vocational Technical School
Increase Senior Work Off Program
Land Transfer MBTA to Town of Freetown
Purchase of Roadside Mower for Highway Department

MS4 Stormwater Management Permit
Reclassify Council on Aging Building Funds
Increase Funds in Accounting Department Personnel
Addition of Employment Positions to By-Laws

- Motion to update the article currently titled Addition of Employment Position to By-Laws and change the title from the position of Parks and Recreation Director to Program Director made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

Parks and Recreation Director

- Motion to change the name from Parks and Recreation Director to Program Director made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

Decrease the School Assessment
Transfer Cemetery Commission Personal Budget to Unemployment Budget
Transfer Highway Department Personnel Wages to Unemployment Budget
Funding to Hire Senior Clerk for Town Hall
Funding to Hire a Human Resources Director
Possible Purchase of 2 South Main Street
Lease of Santander Bank for Town Hall Annex
Purchase of Ballistic Shield
Active Shooter Training for Police Officers and Firefighters
2 petition articles, once the signature get certified, it will get on the town meeting as written.
Supplement to the Capital Stabilization Fund

- Motion to accept these articles and include them in the Special Town Meeting Warrant for 10/18/22 made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

13. Discussion, and vote whether to close the Special Town Meeting Warrant for 10/18/22 and send to Town Counsel for review.

- Motion to close the Special Town Meeting Warrant for 10/18/22 and send to Town Counsel for review made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

14. Discussion, and vote whether to approve the Town Administrator to sign the required paperwork for Citizens for Citizens Inc. for the low-income water service program.

- Motion to approve the Town Administrator to sign the required paperwork for Citizens for Citizens Inc. for the low-income water service program made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

Board of Health

Discussion/possible action on the following topics:

- No topics for discussion.

Personnel Board

Discussion/possible action on the following topics:

15. Accept the resignation of Kimberley Fales effective 11/16/22.

- Motion to accept the resignation of Kimberley Fales made by Selectmen Zager and seconded by Selectmen Matthews
- Vote: was approved by a unanimous roll call vote

16. Discussion on whether to approve the following appointments:

- a. Thomas E. Ashley, Jr. as Sergeant – Probationary effective 11/30/22-6/30/23.
 - b. Michael J. Connell, Jr. as Sergeant – Probationary effective 12/1/22-6/30/23.
 - c. Megan DaCosta as Tobacco Control Agent effective 8/22/22-6/30/23.
 - d. Jennifer Durant as Measurer of Wood, Bark and Lumber effective 8/22/22
 - e. Mark Fornaciari as Special Police Officer effective 7/1/2022-6/30/2023.
- Motion to approve a thru e appointments made by Selectmen Matthews and seconded by Selectmen Zager
 - Vote: was approved by a unanimous roll call vote
17. Discussion, and vote on whether to approve the Memorandum of Agreement between the Town of Freetown and the Public Employees Union, Local 1144, LIUNA Public Safety Dispatchers.
- Motion to approve the Memorandum of Agreement between the Town of Freetown and the Public Employees Union, Local 1144, LIUNA Public Safety Dispatchers made by Selectmen Matthews and seconded by Selectmen Zager
 - Vote: was approved by a unanimous roll call vote

Board of Parks Commission

Discussion/possible action on the following topics:

18. Discussion, and vote whether to extend the staffing for Boat Ramp on weekends through month of September Saturdays and Sunday one staff member 10am-4pm.

- Motion to extend the staffing for Boat Ramp on weekends through month of September Saturdays and Sunday one staff member 10am-4pm made by Selectmen Mathews and seconded by Selectmen Zager
- Vote: was approved by a unanimous roll call vote

At 6:26pm

- Motion to go into recess until 7:00pm made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

Town Administrator's Report

Discussion/possible action on the following topics:

Combined meeting with Building Committee and Board of Selectmen 7pm

At 7:00pm Selectmen Matthews stated we are back in open session for the combined meeting with the Building Committee and Board of Selectmen.

Moderator Mike McCue call to order the Building Committee meeting at 7:01pm. Currently the Building Committee does not have a chairman. He read from a list of members who are on the Building Committee to establish who is here and whether or not the committee has a quorum. Bob Alderson-here, Harrie Ashley-here, Alfred Barrows-here, Nicole Davignon-here, Cheryl Estrella-here, Mark Fornicari-absent, Jared Zager-here, Bob Jose-absent, Paul Lubin-here, Mike McCue-here, Mary Rezendes Brown-here, Paul Sadeck-here, Charlie Sullivan-here, Kent Wilkins-here, Deb Pettey-here, and Bob Jose just walked in-here. First item on the agenda is to elect a chairman. Mr. McCue opened the floor if the building committee wishes to nominate a chairman. Paul Lubin nominated Bob Jose, seconded by Cheryl Estrella. Mr. McCue asked if there are any other nominations? Hearing none for Chairman of the Building Committee, Bob Jose all those in favor? Building committee, in unison they said, aye. All opposed, 1 aye. Bob Jose is elected by a vote of 13 to 1. Mr. McCue asked if there were no other positions on the agenda to elect. Mr. Jose took over as Chairman.

Ms. Pettey stated there was a petition given, after the warrant was closed, from the last town meeting. It is a petition to the Selectmen from the COA to get their building built now. The short version is this:

We, the undersigned, are in favor of the immediate construction of a new COA building. We call on the Freetown Selectmen to:

1. Implement Article 3 of the October 18, 2021, special town meeting, as approved by the voters.
2. Hire a project manager to plan a new COA building using the One point One Million Dollars (\$1,100,000.00) already approved by the voters.
3. Locate a parcel of land adequate to accommodate the COA building and a later addition.
4. Build the COA building now with provisions to later add the library to it.

Ms. Pettey continued that we received this in May, and we have not publicly addressed it. This would be a good time to circle back to this. Discussion is needed about the COA and the joint Library building. The history for informational purposes only is the COA put a petition article through Town Meeting and received Five Hundred and Fifty Thousand Dollars (\$550,000.00) after the feasibility study to add onto the COA building. They created a COA Sub-Committee. They met and decided that they did not want an addition to the COA building. Either knock down the existing building or they wanted a new building. This was different than what had been proposed and approved by the Selectmen, so we needed to go back to the Building Committee. In the meantime, the Library Planning Committee was also meeting because they need a new building as well. The COA and Library Trustees Building Committee ultimately met and voted on to join and build one new building. This is how we ended up moving forward with a joint building. The process slowed down because we are looking at something different now. The Selectmen have not voted on how they would like to proceed. Tonight, we are going to try to get a bit of direction and move forward. The Building Committee has a new Chairman. We will talk about the process of what it takes to build a new building and what needs to happen. Selectmen Matthews suggested mentioning the article to be on the town warrant is to reclassify the funds that were set aside to do the design build. To use it for a COA /Library joint building it will need to be reclassified. If it is not done in October, we will have to wait until June. Town Counsel said we can reappropriate the whole \$1.1 Million, and we can amend the article. We are not at that point to make that decision, but we will hear from COA Seniors tonight about this. Bob Alderson asked about financing, the widest parameters as to the cost and what it is going to cost the taxpayer. Ms. Pettey said we don't know because we don't know what we are building yet. The police station cost 12 million dollars and is 24,000 square feet. If we can do something similar in size. The first floor being COA/Library the second floor to be a future space for either the Town Hall or whatever space we might need it for. The Police Station has a lot of electronic details a regular building wouldn't have. Hopefully build it to a similar cost. We have Five Million (\$5,000,000.00) in stabilization fund, not sure about free cash. We can realistically borrow Four Million without raising taxes. We want to stay around Twelve Million. Her opinion is to use that budget and back into what we can get. Ms. Pettey put out a procurement for a feasibility study to look at all the buildings, Town Hall, Libraries, COA, and the old Police Station. Have them come up, look at all our buildings, look at all our needs, determine what can be reused, what cannot be reused and what scenarios make the most

sense for our staffing and our needs. Do we do a COA / Library building and renovate the Town Hall. Do we do all three, do we do a new Library /Town Hall and add on to the COA? There are a lot of scenarios that can work but we only have one pot of money. A Twelve-Million-Dollar (\$12,000,000.00) building is manageable right now.

We have been working with the fire station and had a feasibility study done because we know we need to add bunk rooms and more to Station 3. Those plans have come in, and that building must be paid for as well. There are 3 scenarios, ranging from One and a Quarter Million Dollars (\$1,250,000.00) up to Five Million (5,000,000.00) It is still in the preliminary stage but will take preference.

Selectmen Matthews asked if the One. One Million is even close to enough money to do an addition at the COA where everything must go up to ADA compliance. What happens then? Bob Jose stated option 2 was their choice and the Five Hundred Thousand (\$500,000.00) was a low number to begin with. He refreshed the numbers back in March, which was about Three point One Million Dollars (\$3,100,000.00). This was the number needed to do just the COA component of bringing it up to what they expect it to be. Prices now were not built into the initial costs back in 2019. Ms. Pettey stated Representative Carole Fiola has given us an earmark of Seventy-Five Thousand (\$75,000.00) to put towards the Town Hall feasibility study and paint the old School House. Bob Jose recommended a new feasibility study on all the buildings including freshening up the COA to see where that budget is. Ms. Pettey stated we have 3 competing needs. Every building has legitimate needs, none of them can wait 10 years, we have one bite with this money to get as much of our needs met as we possibility can, with the money we do have. Bob Alderson shared his concern and agreed to the feasibility study to look in the future of where we want to be and how much it is going to take for us to get there. Brian Miller agreed and Selectmen Lopes as well. Kathleen Talbot also voiced concern about sizing and fairness to the COA and the Library. Paul Sadeck asked the Seniors want do you want done and let the Selectmen know. Grace Medeiros read the following:

The Seniors would like the Freetown Selectmen to

1. Implement Article 3 of the October 18, 2021, special town meeting, as approved by the voters.
2. Hire a project manager to plan a new COA building using the One point One Million Dollars (\$1.100,000.00) already approved by the voters.
3. Locate a parcel of land adequate to accommodate the COA building and a later addition.
4. Build the COA building now with provisions to later add the library or Town Hall to it.

The Seniors have been waiting since 2017. We asked then for an addition or something to improve the conditions of the obsolete building that we have. Selectmen Lopes agreed and wants to make sure we do everything right. Charlie Sullivan makes a motion to do a feasibility study of all town building to see where we are to get some answers from professionals to see what we are facing. Bob Jose stated there is a motion on the floor for a feasibility study. He asked, do I have a second for the motion? No second being heard, the motion failed.

Wayne Jay former member of the Council on Aging Sub-Committee shared his thoughts.

Bob Jose explained the difference between an operational project manager and an architecture who make mechanical floor plans. Paul Sadeck agreed with Wayne Jay. Selectmen Matthews feels the COA weren't happy with what the sub-committee decided, so this petition is a different approach. Selectmen Zager thinks it is something they want right now, and he can relate to it. But it won't be done in six months, and we have one chance to do this right so let us do it right. Jackie Keough mentioned the last set of plans that were made had the Seniors in a black hole and the food storage area had all windows. The architect came up and said, well, that's a good point. It made no sense to her. She also feels the building is still too small. Try having a book club around a pool table. She would like it to be done so it is usable and for the town to have and enjoy. The last census stated 18% of our town's population is 60 years old and older. 20% is 18 and under. And the rest in the middle will have to pay for the new building. Kathleen Talbot asked about the sub-committees. Selectmen Lopes stated we reached out and need 4 -Library representatives, 4 - COA representatives, 4 - at-large members, (different people from different precincts) and 1 Board of Selectmen member. No one has been appointed yet. Ms. Talbot also asked if we could give them a wish list of what the COA needs. Mr. Jose stated the wish list is part of the feasibility study and will be asked by all departments involved what their needs are. Mr. McCue noted we were mixing 2 different items from the agenda. As a building committee member, he made a motion that the building committee recommend to the Selectmen to appoint that Library, COA joint sub-committee and let this conversation move into that forum, Motion made and seconded, any discussion on the motion. This vote is only for building committee members, all in favor – Ayes. Opposed? Abstained? Motion carries unanimously. Ms. Pettey stated we have the list of people who were interested back in May. Reach out to us and reiterate that you are still interested. A question was raised about field trips to see other COA/Library building in Massachusetts. Mr. Jose said the Building Committee did when they started the Police Station project. The Chairman of the Library Planning Committee stated they visited 6 towns with new library's similar in size to ours and one combined COA / Library. They have reports on all the visits.

Continuation of the Building Committee agenda. Mr. Jose asked about the Fire Station. Ms. Pettey said the Fire Station preliminary draft feasibility study is back. We have asked Mr. DiGiammo from Compass to tweak it so it can meet all the requirements. Something in between two scenarios that he has given us and get back to us about dollar amounts He told Ms. Pettey he would have it in two weeks. We will share them once they are final. Ms. Pettey, Jeff Chandler Building Commissioner, Fire Department and Andy DiGiammo will look them over. Representative Rodrigues promised us an earmark of Fifty Thousand (\$50,000.00) to help with design. Mr. Jose stated the last one is discussion and vote to declare the Police Station complete. Where are we with that? Ms. Pettey said the Police Station is complete. Chief Abbott has said he is done, Andy is done. There were a few change orders, they have been approved by the sub-committee and have been done and paid. They have been in this building since December 2020. Paul Sadeck mentioned microphones. Ms. Pettey stated she did the procurement for the community room to be fitted for audio. We used PEG Access money that

comes from the Cable Communications Company that gives the town money. Microphones are on backorder. When they get the equipment, they will be outfitting this room to be a hybrid zoom room. At the Town Meeting, Ms. Pettey moved One Hundred and Thirty-Five Thousand Dollars (\$135,000.00) out of the PEG Access fund to be utilized. The proposal was Seventy-Two Thousand Dollars (\$72,000.00) We are moving forward, and we have the funding. Late fall for completion. Motion made by Paul Sadeck to declare the Police Station complete, seconded motion, Mr. Jose, discussion on the motion to declare the Police Station complete. Hearing none at all, in favor, ayes. Opposed, abstain, motion carries unanimously. Mr. McCue moved for the Building Committee to adjourn.

Ms. Pettey interjected that we are entertaining a warrant article that repurposes the money, Five Hundred and Fifty Thousand Dollars (\$550,000.00) of the COA building money to the COA/ Library Building so it can be utilized for design OPM process and wanted the input of the Building Committee. Mr. Jose noted It is not on the agenda for the Building Committee. Motion made by Mike McCue and seconded by Paul Sadeck. Mr. Jose any discussion on the motion hearing none all in favor, ayes. Motion opposed; Motion passed unanimously.

19. Reorganize Building Committee (select Chairman)

- Motion to nominate Bob Jose as Chairman was made by Paul Lubin and seconded by Cheryl Estrella.
- Motion was carried with a majority vote.

20. Discussion on Council on Aging petition.

- Discussion is documented in above conversation

21. Discussion on the next steps on Town Building projects.

- a. Council on Aging/Library
- b. Fire Station
- Discussion is documented in above conversation

22. Discussion, and vote whether to declare the Police Station building project complete and return any unused funds to the General Fund.

- Motion made to declare the Police Station building project complete and return any unused funds to the General Fund made by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

Old Business:

Potential discussion on pending items – action will not be taken at this meeting:

- Town Buildings
- Joining Bristol Plymouth Regional Technical School

Public Input

The Board of Selectmen sign the required documents.

- Motion to adjourn made at 8:12pm by Selectmen Zager and seconded by Selectmen Lopes
- Vote: was approved by a unanimous roll call vote

Respectively Submitted,



Lola Furtado

Administrative Assistant

List of Documents/Exhibits utilized by the Board during this meeting:

- Meeting Agenda
- Meeting Minutes from 8/4/22 and 8/8/22
- Post Closure Environmental Monitoring of Landfill Bid
- Woodard & Curran
- River Hawk
- Ambulance Abatements Write-Offs
- Memo – Adding Contents Insurance for James White Library
- Memo – Snowplow Rates Winter 2022-2023
- Warrant for the Special Town Meeting
- Contract for Services between Citizens for Citizens and Town of Freetown
- Police Department – Sergeant Appointments
- Certificate of Appointment – Megan Dacosta
- Certificate of Appointment - Jennifer Durant
- Certificate of Appointment – Mark Fornaciari
- Memo – Full Time Dispatch Position
- Memo – Extending Parking Control Officer working through September
- Building Committee Makeup
- Council on Aging Petition